

The Tutors' Association

Annual General Meeting (AGM)

4th of June, 2025

10:00

Online

Agenda

Agenda 2

Item 1: Welcome from the President	3
Item 2: Minutes of the 9th Annual General Meeting held on the 21st of June 2024	3
Item 3: Statutory Report and Accounts for the year ending 31st of March 2025	3
Item 4: Directors and Governance	4
Item 5: President's Report	6
Item 6: Treasurer's Report	8
Overview	8
Income and Expenditure	8
2024/25	8
Item 7: Statement from the General Manager	10
Item 8: Member Questions	11

Item 1: Welcome from the President

The current President, John Nichols, will welcome delegates to the AGM.

Item 2: Minutes of the 9th Annual General Meeting held on the 21st of June 2024

The 9th Annual General Meeting of The Tutors' Association was held at Wharfside Bar at The Horniman at Hays on the 21st of June 2024. The minutes are less comprehensive than they have been in previous years because the President, John Nichols, and General Manager, Julius Goldthorpe, were both chairing and taking minutes at the same time due to a lack of capacity. Nonetheless, using automated

transcription technology going forwards, this issue has now been addressed. Please see AGM Minutes for the minutes from the 9th Annual General Meeting of The Tutors' Association, [here](#).

Item 3: Statutory Report and Accounts for the year ending 31st of March 2025

Please see Appendix 2 for the Statutory Report and Accounts for the year ending March 2025.

Item 4: Directors and Governance

New and Continuing Directors as of the 4th June 2025 are:

Name	Date Joined	Office (if any)
John Nichols	Elected 2019	President
Julius Goldthorpe	Appointed 2024	General Manager
Richard Cowell	Elected 2024	Vice President
Chris Wordsworth	Co-opted 2022	Treasurer
Samantha Nichols	Co-opted 2021	Events Coordinator
Deborah Salsbury	Elected 2022/Co-opted 2025	
Holly Goodwin	Co-opted 2025	
Anne Morris	Elected 2024	
Ilana King	Elected 2024	
Georgie McIntyre	Elected 2024	
Lucy Alexandra Spencer	Elected 2024	
Carl Morris	Elected 2024	
Tom Hamilton Stubber	Elected 2025	
Sumantha McMahon	Elected 2025	
Cathleen Sagisi	Elected 2025	
Poppy Parmar-Philipps	Elected 2025	

Arthur Moore	Elected 2025
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Outgoing directors:

Mary Lonsdale	June 2025
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Sarah Dunwood	August 2024
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Charles Bonas	June 2025
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Abdul Rahim	June 2025
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We are very grateful to the outgoing Board Members, who have provided The Tutors Association with invaluable insights and support during their time on the Board. This includes Sarah Dunwood, Abdul Rahim and Charles Bonas. Mary Lonsdale, who also served honorably as TTA Vice President between 2022-2024, will also be leaving the TTA Board. Mary's insight, good judgement and leadership have proved invaluable many times in the past few years, especially when TTA has needed her support at critical junctures.

Item 5: President's Report

The Tutors' Association has four strategic objectives; to maintain and enforce standards, to attract tutors and tuition businesses into membership, to provide member benefits and to represent members and the wider sector to governments and the general public.

The past year, 2024-25, has been one of increasing stability and progress for the Association. We are very fortunate that the Association has a tremendously capable General Manager, Julius Goldthorpe, who has been in place since January 2024 and has provided the stability, sound judgement and diligence that TTA has very much needed. In many ways, he has been the ideal General Manager and I have every confidence that, under his continued stewardship. Julius has overseen a significant growth in membership over the past year, which has helped us to better represent the sector and to better support both new and existing members. Our membership continues to grow, which is a core strategic objective.

The past year has seen a number of significant innovations, each of which has provided a profound benefit to the Association generally and some or all of its members. The first, in line with our first strategic objective of maintaining and enforcing standards, has been the development of the Tutor-Check online system for automatically checking DBS status twice per day for members and tutors working with corporate members. This is a free benefit for corporate members, adding substantial value to what is already a competitive membership offering and underscoring TTA's commitment to maintaining, monitoring and enforcing member standards.

The second major innovation has been the updating of our Constitution which has had a number of benefits. In particular, our new Constitution sets out the conditions under which prospective members might be refused membership for legitimate reasons, as well as reforming the Disciplinary Committee

and giving it powers over the board to prevent the possible future abuse of power by directors less altruistically minded than those we have been fortunate to have to date. In addition to this, we have refined our Disciplinary Committee procedures to ensure they are fair, suitable and effective at ensuring we can promptly manage and handle complaints regarding current or prospective members.

A third major innovation has been a greater focus on international representation and the opening of international opportunities for members. To date, this has included the successful launch of TTA Trade Missions (including two successful missions to China, with a third planned to the Middle East) alongside representation of the tuition sector in UNESCO's Community of Practice for Private Supplementary Tuition (PST), which exists to set the recommendations for UN member states to plan and implement effective policy. It would not be an exaggeration to say that we have added a necessary voice for the sector in an environment where it would be all too easy for policymakers to argue, unfairly, that tuition is a harmful and negative phenomenon. This has all been in addition to ongoing representation to the Department for Education in the UK.

TTA continues to offer its members a highly compelling and growing range of benefits. One of the main benefits has been the events on offer, which have grown substantially thanks to Sam, our Events Manager, and the team of people who have supported her. We are on track this year to run what is, by some significant margin, the largest tuition awards ceremony - the National Tutoring Awards - that we know of across the world, as well as planning a conference - the National Tutors' Conference - with a capacity of over 400 delegates. We have seen increasing attendance at our Regional Events, which have taken place across the UK and internationally. The Community Hubs give tutors access to online networking opportunities and stimulating discussion with fellow tutors and business owners on a regular basis. Our events continue to give tutors the opportunity to meet each other, exchange ideas and build valuable connections in a safe and positive environment.

Lastly, I would like to thank all those who have made this last year such a success: I have already mentioned the pivotal role played by both Julius (as General Manager) and Sam (as Events Manager). I am greatly indebted also to Richard Cowell (as Vice President) and Chris Wordsworth (as Treasurer), and we are fortunate to have a strong and capable board of directors going into the next year, following our recent elections. We should all recognise the debt of gratitude owed also to past directors and officers who helped to build the Association that we carry forward into the future. We have a small but growing team of experts, including Linda Duncan (DBS), Holly Goodwin (Safeguarding), Cathleen Sagisi (social media) and Myra van den Heever (membership support) supporting our continued growth.

In the fullness of time, I am looking forward to passing on the Presidency to one of the new directors. I have already invited them to consider carefully the role and I am conscious of the need for fresh leadership in future. I hope to have secured a stable succession as TTA moves from strength to strength in the coming year. I hope you will continue to benefit from and support the efforts of our team going forward, as we work tirelessly to support and represent the tuition sector.

John Nichols

President

4th of June 2025

Item 6: Treasurer's Report

Overview

In the financial year beginning April 2024 through to March 2025 the organisation generated income of £424,529 and incurred operating expenses of £375,404, generating a net surplus of £49,125.

This compares with income of £219,365 in 2024 and £229,336 in 2023 and expenditure of £257,955 for 2024 and of £190,462 in 2023.

Income and Expenditure

As at the financial year end of 31st March 2025 the organisation held cash balances of £63,995 (£21,365 2024 and £36,844: 2023).

The key change in 2024/25 year is a growth in membership numbers and the additional income and a small surplus generated by each of the trade missions.

Income from memberships came to a total of £213,557 for the 12 months to 31st March 2025 a 75% increase on 2024 (£122,038) and of £118,678 for 2023.

The financial statements can be read in conjunction with the membership numbers which show and increase in all members of 68% from 843 (2024) to 1,424 (2025)

The growth in the organisation resulted in a corresponding fall in the cost of per member from £186 per member in 2024 (£156k / 843 members) to £126 per member in 2025 (£178k / 1,424 members), excluding conferences and events which are covered by ticket sales.

These being blended figures for all costs spread across all members and indicate a direction of travel of TTA's overheads being stretched across more members and increasing value for money.

Statement of Compliance

The officers have reviewed the Income and Expenditure Account, Balance Sheet, and related notes for the financial year. These statements have been prepared in accordance with current accounting standards. The directors have confirmed the balance sheet as at March 31, 2025, and believe that the company has maintained adequate accounting records and prepared financial statements that provide a true and fair view, as required by the Companies Act 2006. The directors have determined that the company qualifies for an exemption from the statutory requirement for an audit for the year.

2024/25

The TTA is operating with a full time General Manager with additional freelance administrative support. And with the active support of the officers, Board members and external accountants.

I am very grateful for the continued hard work and dedication of my colleagues on the Board, the officers, staff, and volunteers who work incredibly hard to make TTA a success and provide a voice for the tuition sector.

Chris Wordsworth
Treasurer
4th June 2025

	2025	2024	2023
Membership Subscriptions	213,557	122,038	118,678
Conferences, Workshops, Seminars	210,972	97,327	71,784
	<u>424,529</u>	<u>219,365</u>	<u>190,462</u>
Accounting	17,907	15,444	2,381
Bank charges	370	1,290	2,176
Depreciation	115	153	726
DBS	14,700	4,098	451
Insurance	483	357	652
IT	6,700	2,196	5,974
Legal and professional	5,562	9,829	50,154
Loan Interest	-	74	508
Conferences and Events	196,682	101,138	18,091
Officer Stipend	39,795	23,477	17,254
Office Expenses	6,692	19,812	1,500
Staff Costs	50,343	33,362	58,188
Printing, postage, subscriptions	6,808	3,070	1,514
Telephone	-	7,241	7,090
Travel	22,589	7,858	642
Marketing & Advertising	6,658	28,557	2,694
Total Expenditure	<u>375,404</u>	<u>257,956</u>	<u>169,995</u>
Surplus / (Deficit) for the Period	49,125	(38,590)	20,467

Item 7: Statement from the General Manager

Dear Members,

It has been a pleasure to perform my duty of General Manager since the last AGM on 21st June 2024. I believe that over the past 12 months TTA has made great progress across the board. I've met members, prospective members and partners at numerous TTA events, both online and in-person, to ensure TTA continues to offer adequate support to individual tutors, tuition businesses and partners/ suppliers to the industry. The enjoyment and dedication that I see from all our members is inspiring and I'm pleased to see the continued positive impact that quality tuition, provided by yourselves, has on students.

At TTA, our aim is to continue to support you in as many ways as possible. If you ever feel there is a shortfall in the benefits and resources that TTA provides, we would love to hear about how we can support you further. This is likely to be the case more and more as TTA membership continues to grow.

Over the past 12 months we've seen approximately a 68% increase in membership with overall membership increasing from 846 to 1424. This can be broken down to 36.55% corporate members (from 238 to 325) and 81.82% individual membership (from 605 to 1099). To ensure we continue to provide our growing membership with the support they deserve, Myra van den Heever has recently joined our membership support team. Myra's primary responsibilities are to ensure, along with the General Manager, that TTA continues to increase its membership, whilst also providing administrative support to member queries. This will in turn, allow the General Manager and other Officers to focus on adding further value to TTA membership.

I would particularly like to express my gratitude to John Nichols, Chris Wordsworth, Richard Cowell, Sam Nichols and Stephen Perry who have created an extremely positive working environment for TTA to continue to thrive. Linda Duncan (DBS Lead) and Holly Goodwin (Safeguarding Lead) should also get acknowledged for their extreme competency which ensures TTA runs smoothly. The TTA Board Members have also been exceptionally supportive and have provided a level of experience and expertise that TTA can be extremely proud of. With this team together for the foreseeable future, and with supportive, engaging and proactive members, the future of TTA is looking very positive.

All the best,

Julius Goldthorpe
General Manager

Item 8: Member Questions

There will be an opportunity for members to ask any outstanding questions.

Minutes

Summary

John Nichols welcomed members to the annual general meeting, outlining the agenda and emphasising the importance of the live membership benefit survey. Reports were given on accounts, governance changes with newly elected directors, strategic objectives focused on standards, membership, benefits, and representation, and innovations like the tutor check system and new constitution. The meeting also covered international representation, upcoming events, team recognition, financial overviews showing membership and revenue increases presented by Chris Wordsworth and Stephen Perry, and a significant growth in membership as highlighted by Julius Goldthorpe.

Details

- **Annual General Meeting Welcome and Agenda** John Nichols welcomed everyone to the annual general meeting of the tutors association 2025, highlighting its importance for members to hear about the association's operations and governance and to ask questions. The agenda included a welcome, minutes from the previous meeting, reports on accounts, governance, the president, treasurer, and general manager, followed by member questions.
- **Membership Benefit Survey** John Nichols emphasised the live membership benefit survey and urged members to fill it out to help the TTA understand their needs and ensure the association offers relevant benefits. The feedback from the survey is crucial for crafting the most appropriate range of benefits for the members.
- **Minutes of the 9th Annual General Meeting** The minutes from the previous annual general meeting had been sent out and were available on the TTA website. John Nichols anticipated that members would have the opportunity to review and approve them at a later date, with a plan to publish these minutes in the coming weeks.
- **Statutory Report and Accounts** The statutory report and accounts for the year ending March 31st had been added as an appendix for members to review, with an opportunity to ask questions either later in the meeting or by submitting them in the next couple of weeks.
- **Directors and Governance Changes** John Nichols announced the new directors elected, who would officially take office at the end of the meeting, and thanked the outgoing directors for their service. He expressed hope that the new directors would do a great job in their roles.
- **President's Report: Strategic Objectives** John Nichols summarised the president's report, which outlined four strategic objectives: maintaining standards, attracting members, providing member benefits, and representing members. He noted the progress made in these areas over the past year.
- **Innovations in Standards and Constitution** John Nichols highlighted the introduction of the tutor check online system for DBS checks and the passing of a new constitution in February. The new constitution updates the association's working practices, improves membership suitability checks, and clarifies the disciplinary committee's role and powers.
- **International Representation and Membership Benefits** The TTA has been focusing on international representation, including successful trade missions to China and a planned one to the Middle East. They have also been representing member interests to UNESCO and other global government bodies. John Nichols reminded members to fill out the benefit survey to help tailor future offerings.

- **Events and Member Networking** John Nichols thanked Sam for organising events and highlighted the upcoming National Tutoring Awards and National Tutors Conference, expecting record attendance at both. These events provide valuable networking opportunities for members within a safe environment due to enforced standards.
- **Team Recognition and Future Leadership** John Nichols thanked the TTA team, including directors, officers like Julius Goldthorpe, Richard Cowell, Chris Wordsworth, Samantha Nichols, Holly Goodwin, Linda Duncan, and Myra. He also encouraged new directors to consider the role of president for the future.
- **Treasurer's Report: Financial Overview** Chris Wordsworth presented the treasurer's report, noting an increase in membership and revenue, with events and trade missions contributing a surplus. Stephen Perry added that membership growth has compensated with income growth, leading to a positive financial outlook and increasingly positive value for money.
- **Cost per Member Reduction and Bank Account Transfer** Chris Wordsworth highlighted a significant reduction in the operating cost per member and mentioned the transfer of bank accounts to NatWest to reduce costs and streamline processes. John Nichols emphasised the transparency regarding finances and how increased membership leads to better value and benefits.
- **General Manager's Statement: Team Effort and Membership Growth** Julius Goldthorpe described the past 12 months as very positive due to a strong team effort across officers and the board, contributing to a significant increase in membership and revenue. He emphasised the value of feedback from members and highlighted the approximately 68% increase in membership, with specific growth in both corporate and individual categories.
- **Membership Support and Team Competence** Julius Goldthorpe mentioned the introduction of Myra as the membership support officer to maintain support levels with the growing membership. He also praised the competence of Linda Duncan (DBS) and Holly Goodwin (safeguarding) in handling their respective areas.
- **Board Engagement and Future Improvements** Julius Goldthorpe acknowledged the productivity of board meetings and the support from board members. He reiterated the importance of member feedback for future improvements and announced an upcoming Q&A session. Julius Goldthorpe also welcomed the five new board members.
- **Question on Travel Expenditure** Arthur Moore asked for clarification on the listed travel expenditure of 22k. Chris Wordsworth explained that this included costs for trade missions and increased attendance at regional events. John Nichols confirmed that travel was economy and covered by the trade mission budget.
- **Clarification on Officer Stipends** Arthur Moore's question led to a discussion about officer stipends, with Chris Wordsworth clarifying that the increase was

not in the stipend rates themselves but included payment for John Nichols' increased working hours. John Nichols and Chris Wordsworth agreed to separate this out in future reporting for clarity. John Nichols detailed the monthly stipends for the president, treasurer, and vice president.

- **Membership Breakdown and Renewal Process** Tom Maher - BHT inquired about the breakdown of corporate and individual membership numbers and issues with renewals. Julius Goldthorpe provided a detailed breakdown of membership categories and explained that renewals are typically automated, with a follow-up process for non-automatic renewals managed by Myra. He noted that the majority of non-renewals are due to members no longer tutoring.
- **Purpose of International Trade Missions** Sumantha McMahon asked about the purpose and goals of the international trade missions. John Nichols explained that these missions aim to provide introductions for tutors and tuition businesses to relevant partners in foreign markets, a concept supported by past member surveys. He highlighted the success of the China missions and the unique tuition focus compared to general government trade missions.
- **Demand for DSL Training** Lucy Cawkwell thanked Holly Goodwin for the safeguarding course and inquired about the possibility of TTA offering its own DSL training. Holly Goodwin explained the current levels of safeguarding training offered, including a level two course and a level three course in conjunction with Safe. She suggested exploring the demand through the membership benefits survey and discussed the potential for a live DSL course.
- **Government Consultation on Safeguarding** Holly Goodwin mentioned a current government consultation on safeguarding in out-of-school settings, including tuition, suggesting potential future regulation. John Nichols confirmed that information about this consultation would be sent to members.
- **Continued Focus on Safeguarding** John Nichols reiterated the TTA's strong commitment to safeguarding and the availability of free safe recruitment and basic safeguarding training for members. The possibility of subsidised or free DSL training would be considered based on demand.
- **Industry Concerns and International DBS Checks** Richard Evans thanked the TTA for their work on safeguarding but raised concerns about a perceived rise in safeguarding issues and the challenges of international DBS checks for non-UK based tutors. He requested guidance from the TTA on their stance on international DBS checks and how UK agencies should work with international tutors.
- **TTA's Position on International DBS Equivalents** John Nichols clarified that the TTA accepts equivalents to DBS checks, such as Scotland's PVG, and expects annual renewals. He acknowledged the varying systems in different countries and suggested direct contact for assistance with specific regions.

- **Risk Assessment for International Tutors** Holly Goodwin emphasised the importance of risk assessment when engaging tutors based in other countries, particularly regarding the process for handling allegations and potential reputational damage, as it may differ significantly from the UK.
- **Mandatory Participation in Tutor Check System** Richard Evans praised the progress in DBS checking and asked the TTA to consider making it mandatory for UK tutors to be on the update service with daily checks. John Nichols responded that the TTA is in the process of making it mandatory for all members to be on the tutor check system for automated checks, aiming for implementation in a sensitive and phased manner.
- **Industry Standards and Independent Tutors** Richard Evans commended the industry for maintaining strict standards. Helen Osmond noted the significant 81% increase in independent tutor membership, suggesting a more balanced market compared to the past. John Nichols attributed this growth partly to Julius' responsiveness to individual tutors and acknowledged the historical challenge of reaching them, as many are part-time teachers. He expressed enthusiasm for this trend and the potential for further growth in individual membership.
- **Governance and Officer Roles** Lucy Alexandra Spencer questioned the balance of officers also serving as board members, raising the point of potential conflicts of interest in evaluating their own work. Tom Maher - BHT supported the transparency and oversight of officer roles but cautioned against discouraging competent individuals from serving due to concerns about stipends. John Nichols clarified that officers cannot vote on matters where they have a conflict of interest due to the board's size. He encourages new directors to consider officer roles.
- **Co-opting Board Members and Officer Roles** Lucy Alexandra Spencer inquired if individuals not currently board members could become officers. John Nichols explained that TTA has a mechanism to co-opt individuals onto the board to take on officer positions, citing Chris Wordsworth as a past example where someone was co-opted to serve as treasurer. He emphasised that while elected directors are preferred, co-opting is a valuable tool for bringing in individuals with specific skills or interest in officer roles and encourages interested parties to reach out. Tom Maher - BHT agreed that co-opting can enrich the board, especially for specific expertise, but cautioned against directly parachuting someone into a top role like president without legitimacy.
- **Volunteer Contributions and Board Involvement** Cathleen Sagisi shared their experience of volunteering to manage social media, highlighting opportunities for members to contribute even without being on the board. John Nichols praised Cathleen's contribution and mentioned Sam's initial volunteer work with events as another example of how volunteers can lead to more significant roles. He encouraged members with ideas to volunteer as a first step towards potential leadership positions. Lucy Alexandra Spencer echoed this, emphasising that the board welcomes member involvement and ideas.

- **Presidential Eligibility and Board Membership** Sam Nichols raised a point from the constitutional board regulations suggesting the president should have been a board member for a year. Tom Maher - BHT supported the idea that the president should have prior experience and an understanding of the sector's complexities. John Nichols stated that there is a long-standing convention that the president has been a director for a year, although it may not be formally written down. He expressed enthusiasm about potential presidential candidates from the current board.
- **Meeting Feedback and Future Engagement** John Nichols thanked everyone for attending the Annual General Meeting and emphasised the importance of member participation and feedback. He urged members to fill in the benefit survey to guide TTA's future direction.